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### **A RESOLUTION MODIFYING THE JOB CLASSIFICATION OF PUBLIC WORKS DIRECTOR TO ASSISTANT CITY MANAGER**

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#### **RECITALS:**

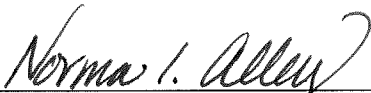
1. The establishment of an assistant city manager position will provide the city with greater flexibility to assign organizational management responsibilities to appropriately qualified staff.
2. Reclassifying the Public Works Director position allows the city to obtain enhanced services without the need to create an entirely new position.
3. The initial responsibility of the assistant city manager will be to oversee the Engineering Division, Operations Division, Maintenance Division, and the Emergency Management Team.
4. With the assistant city manager position, a logical line of chain of command may be established.

#### **THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**


1. The position of public works director hereby reclassified as assistant city manger.
2. The position description is by this reference incorporated and included as Exhibit "A", which is attached and by this reference adopted.
3. The annual salary range for this position is initially set to be \$93,000.00 to \$102,000.00 and is to be funded equally from the Water, Wastewater, Transportation, and Stormwater Funds.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: May 22, 2012.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 21<sup>st</sup> day of May, 2012.

  
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Norma I. Alley, MMC, City Recorder

**ATTEST** by the Mayor this 29<sup>th</sup> day of May, 2012.

  
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Bob Andrews, Mayor

**CITY OF NEWBERG  
POSITION DESCRIPTION**

Class Title:	Assistant City Manager	
Department:	Administration/City Manager’s Office	Grade Number:
Division:	Administration	
Date:	May, 2012	Supervisor: City Manager

**I. GENERAL PURPOSE**

Under general direction, functions as a Department Head to provide leadership, management, planning and goal setting and direction to the Managers of the Public Works Divisions and future management potential of the Information Services, and Human Resources departments to ensure delivery of quality municipal services. Also leads the Emergency Management Team; and serves as a member of the Executive team and as a project manager on special projects as assigned by the City Manager.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises management staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Represents the City with community and governmental organizations.
3. Assists the City Manager with implementing Council goals.
4. Contributes to the effective administration of city government by fostering a positive attitude among staff that encourages cooperation, coordination of efforts, efficient and ethical use of resources, and customer service orientation to the citizens.
5. Responds to requests for information from the City Manager, City Council, boards, commissions and other outside agencies including identifying information needed and report format. Acts as project manager and reviews reports prepared by staff including determining completeness and accuracy.
6. Assists with development and oversight of annual budget. Works with key staff to monitor annual operating/CIP budgets.
7. Serves as Acting City Manager when needed.
8. Performs other duties of a similar nature or level.

**III. MINIMUM QUALIFICATIONS**

Education, Certification, and Experience:

- A. Bachelor’s degree in Business Administration, Public Administration or Civil Engineering; and
- B. Five (5) years related experience in a municipal environment;

- C. Or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. MPA/MBA highly desirable.

**Required Knowledge, Skills, and Abilities:**

- A. Management theories and principles.
- B. Performance evaluation methods and reporting
- C. State and federal laws governing area of assignment
- D. Report writing
- E. Presentation techniques
- F. Problem resolution techniques
- G. Personal computers and related software applications
- H. Apply management theories and practices.
- I. Apply human resource theories and practices.
- J. Oversee work place development and implementation.
- K. Prepare budgets.
- L. Track expenditures.
- M. Write reports.
- N. Evaluate program effectiveness and best management practices.
- O. Resolve and/or mediate conflicts.
- P. Make presentations.
- Q. Promote positive public relations.
- R. Lead staff customer service efforts and maintain high standards and accountability
- S. Provide good customer service.
- T. Comply with safety requirements of the position and actively promote safe work practices.
- U. Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**IV. SPECIAL REQUIREMENTS**

- A. Valid State Driver's License or ability to obtain one and ability to meet the City's driving standards.
- B. May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

**V. TOOLS AND EQUIPMENT USED**

Personal computer, Microsoft Office Suite, PowerPoint, database software, 10-key calculator, phone, digital audio recording equipment, copy machine, fax machine, typewriter, printer, transcription equipment, laminating machine, and scanner.

**VI. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Job performance includes frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The employee must occasionally lift and move up to 35 pounds.

## **VII. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet with intermittent moderately loud noises.

## **VIII. SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check, background check, and job related tests required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: May 22, 2012